

# Vendor Payment Inquiry Website

## ***Background***

The Miami-Dade County Finance Department and Enterprise Technology Services Department have created a website enabling vendors to inquire on the payment status of their invoices and checks. Facilitating the interaction between County payables staff and the supplier, and reducing research time for invoice status by both supplier and County staff are among the chief benefits being reaped from launching this site.

We appreciate your comments and/or suggestions by e-mail to:  
[fnpayables@miamidade.gov](mailto:fnpayables@miamidade.gov)

## ***Following are high-level instructions to help you understand and navigate our Vendor Payment Inquiry Website***

### How to get started?

Our website for the Vendor Payment Inquiry can be accessed via the following address (this address is case sensitive). <http://ipas.miamidade.gov/V/Invoice/Login>

Please note that “**HELP**” information will be available every page throughout the website in order to provide you with detail and useful information. This “HELP” features has been designed to offer possible answers to questions you might have.

### How to logon into the website?

In the Login box on your left, please enter your Federal Employer Identification Number (FEIN) assigned by the Federal Government or Social Security Number (SSN) if you do not have an FEIN. Press enter or click login. For your protection, this number will not show up once you have typed it in – only shows dots.

### Why do I need to select an address?

After you login, if there is more than one “remit-to” address in our records for you, you are asked to select the address to which your payments have been made. There is also an ACH payment indicator allowing you to select the address that is receiving the ACH payment. You may select a different address at any time during your session by clicking on the “select address” button.

### [What kind of information is available? How to select the information you might want to see?](#)

Invoice and check payment information is available in this website; day payment is due, amount paid and deductions taken, date check was processed or cleared by the bank, whether payment was made by check or direct deposit are some of the fields of information that are presented.

At this time, this information can be searched by three different inquiry options:

- By full or partial document number (either invoice number or check number),
- By date of the document – either the invoice date or the check/direct deposit processed date;
- See all documents available (“View All”)

By selecting the appropriate tab in the Select View dialog box, you can choose the desired inquiry option. The **Select View box** is located on the top left hand side of the website page after selecting your address. You must select a document type, either invoice number or check number, before clicking on the view button.

### [What data is available?](#)

1. Check information is available from October 2003.
2. Invoice information is only available for the last 120 calendar days.
3. If the system is not able to capture your vendor invoice, a County-generated number will be shown with an asterisk (\*) instead of the invoice number.

### [Additional features](#)



#### **Printer Friendly**

You are now able to print all pages resulting from an invoice or check inquiry in a printer-friendly format. Just click on the printer icon located on the top right hand side of the inquiry results page.



#### **Downloadable Inquiry Results**

We now offer the ability to download all pages resulting from an invoice or check inquiry into Microsoft Excel or a Comma Separated File. After an inquiry, click on the Excel or the comma separated value icon located on the top right hand side of the inquiry results page

### ***Limitations***

Because the following Miami-Dade County entities process their own payments, their invoice and payment information is not reflected in this website.

Miami-Dade County Aviation  
Miami-Dade County Housing Agency  
Miami-Dade County Water & Sewer Dept  
Miami-Dade Public Health Trust

If you need information relevant to payments from those entities, please contact the Accounts Payable staff of those agencies directly.